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| Annual Contract Competitive Proposal Request                | CITY OF BATON ROUGE<br>PARISH OF EAST BATON ROUGE<br>PURCHASING DIVISION  | RESPONSES MUST BE RECEIVED BY:<br><b>12/28/2021</b><br>11:00 AM CST |
| TITLE: <b>A21-0306 READY MIXED PORTLAND CEMENT</b>          |   | RETURN BID TO:<br>PURCHASING DIVISION                               |
| FILE NO: <b>21-00306</b> REQ NO:                            | <b>Mailing Address:</b> PO Box 1471<br>Baton Rouge, LA 70821<br><b>Physical Address:</b> 222 St. Louis Street<br>8 <sup>th</sup> Floor Room 826<br>Baton Rouge, LA 70802                        |   |
| AD DATES: <b>12/08/2021 &amp; 12/15/2021</b>                |   |   |
| SHIP TO ADDRESS: <b>Various Locations Within EBR Parish</b> | <b>Contact Regarding Inquiries:</b><br>Purchasing Analyst : <b>Mark W. White</b><br>Telephone Number: <b>225-389-3259 x 3268</b><br>Email: <a href="mailto:mwhite@brla.gov">mwhite@brla.gov</a> |   |
| VENDOR NAME   | MAILING ADDRESS   |   |
| REMIT TO ADDRESS  | CITY, STATE, ZIP  |   |
| TELEPHONE NO.   | FAX NO.   | E-MAIL  |
| FEDERAL TAX ID OR SOCIAL SECURITY NUMBER                    | TITLE   |   |
| <b>AUTHORIZED SIGNATURE (Required)</b>                      | <b>PRINTED NAME</b>   |   |

**QUESTIONS TO BE COMPLETED BY VENDOR:**

1. \_\_\_\_\_ STATE DELIVERY DAYS MAXIMUM AFTER RECEIPT OF ORDER.
2. \_\_\_\_\_ % discount for payment made within 30 days. Discount for payment made in less than 30 days, or less than 1%, or applicable to an indefinite quantity contract will be accepted but not an award consideration.
3. \_\_\_\_\_ STATE ENUMERATED ADDENDA RECEIVED (IF ANY)

**F.O.B.: DESTINATION - PAYMENT TERMS: NET 30**

**ALL BLANKS ON THIS PAGE SHOULD BE COMPLETED TO AVOID REJECTION OF BID**

The signature on this document certifies that proposer has carefully examined the instructions to bidders, terms and specifications applicable to, and made a part of this solicitation. By submission of this document, proposer further certifies that the prices shown are in full compliance with the conditions, terms and specifications of this solicitation. **Bid must be signed in the designated space above and by person authorized to sign for bidder.**

No alterations, changes or additions are allowed on this solicitation, and no additional information, clarifications or other documents are to be included unless specifically required by the specification. Any errors in extensions of prices will be resolved in favor of unit prices submitted.

If services are to be performed in East Baton Rouge City-Parish, evidence of a current occupational license and/or permit issued by the City-Parish shall be supplied by the successful vendor, if applicable.

## INSTRUCTIONS TO BIDDERS/TERMS & CONDITIONS FOR ANNUAL CONTRACTS

Bidders are urged to promptly review the requirements of these specification, terms and conditions and submit questions for resolution as early as possible during the bid period. Questions or concerns must be submitted in writing to the purchasing division during the bid period. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications, terms and conditions are clear and that competitive bids may be obtained as specified herein. Protests with regard to the specification, terms and conditions documents will not be considered after bids are opened.

1. **Read the entire bid**, including all terms and conditions and specifications.
2. This proposal is to establish firm prices for materials supplies and services for the contract period shown. Delivery shall be made or services provided as needed throughout the contract period, or as required by the specification. Quantities, if shown, are estimated only. Smaller or larger quantities may be purchased based upon the needs of the City-Parish. There is no guaranteed minimum quantity.
3. The contract shall be firm through the period indicated on the cover sheet. Upon agreement of both the contractor and the City - Parish, the contract may be extended a second or a third year or other shortened specified time periods. Extension of the contract into the second or third time periods shall be made by letter on or before the expiration of the contract. Extension is only possible if all prices and conditions remain the same.
4. Proposals are mailed only as a courtesy. The City - Parish does not assume responsibility for failure of bidders to receive proposals. Bidders should rely only on advertisements in the local newspaper, and should personally pick up proposals and specifications. Full information may be obtained, or any questions answered, by contacting the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 or by calling (225) 389-3259.
5. The contract title, bidder's name, address and bid opening date should be clearly printed or typed on the outside of the bid envelope. Only one bid will be accepted from each bidder for the same job. Alternates will not be accepted unless specifically requested in the proposal. Submission of more than one bid or alternates not requested may be grounds for rejection of all bids by the bidder.
6. The method of delivery of bids is the responsibility of the bidder. All bids must be received by the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802 on or before the specified bid opening date and time. Late bids will not be considered under any circumstances. This is a sealed bid, **NO FAXED OR EMAILED BIDS WILL BE ACCEPTED**.
7. Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the city has determined the contractor to be in default, the city reserves right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.
8. Except for bids submitted through the [www.bidexpress.com](http://www.bidexpress.com) on-line bidding site, bids shall be accepted only on proposal forms furnished by the City of Baton Rouge and Parish of East Baton Rouge Purchasing Division. The City-Parish will only accept bids from those bidders in whose names the proposal forms and/or specifications were issued. Altered or incomplete proposals, or the use of substitute forms or documents, shall render the bid non-responsive and subject to rejection. The entire proposal package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Division as the bid.
9. All proposals must be typed or written in ink. Any erasures, strikeovers and/or changes to prices should be initialed by the bidder. Failure to initial may be cause for rejection of the bid as non-responsive.

10. All proposals must be manually signed by a properly authorized party. Failure to do so shall cause the bid to be rejected as non-responsive.
11. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Division reserves the right to determine the acceptability of any equivalent offered. If bidding other than specified, sufficient information should be enclosed with the bid in order to determine quality, suitability, and compliance with the specifications. Failure to comply with this request may eliminate your bid from consideration. If requested, literature and/or specifications must be submitted within five (5) days.
12. Written addenda issued prior to bid opening which modifies the proposal shall become a part of the proposal for bid, and shall be incorporated within the purchase order and/or contract. Only a written interpretation or correction by Addendum shall be binding. Bidders shall not rely upon any interpretation or correction given by any other method.
13. For Printing solicitations, artwork, dies and/or molds shall become the property of the City - Parish Government and must be returned to the Purchasing Division, 222 Saint Louis Street, 8<sup>th</sup> Floor, Room 826, Baton Rouge, LA 70802, upon completion of the order.
14. All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with the EPA and must meet all requirements of Louisiana State Laws. Bidders should submit product label, material safety data sheet and EPA registry number with bid or within five (5) days of request from purchasing office. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may be cause for the bid to be rejected or the contract canceled.
15. Delivery of items must be made on time to City - Parish final destinations within East Baton Rouge Parish. All freight charges shall be prepaid by vendor.
16. The City - Parish reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.
17. The State of Louisiana Code of Governmental Ethics places restrictions on awarding contracts or purchase orders to persons who are employed by any agency of the City - Parish Government, or any business of which he or his spouse has more than a twenty-five percent (25%) interest. The Code also prescribes other restrictions against conflict of interest and establishes guidelines to assure that appropriate ethical standards are followed. If any question exists regarding potential violation of the Code of Ethics, bidders should contact the Purchasing Division prior to submission of the bid. Any violation of the Code of Ethics shall be grounds for disqualification of bid or cancellation of contract.
18. All Prices bid shall remain in effect for a period of at least sixty (60) days. City - Parish purchases are exempt from state and local taxes.
19. The City - Parish reserves the right to terminate this contract prior to the end of the contract period on twenty-four (24) hours written notice for unsatisfactory performance. Termination under this paragraph shall not relieve either party of any obligation or liability that may have occurred prior to the effective date of termination.
20. In accordance with Louisiana Revised Statutes, a preference may be allowed for equivalent products produced, manufactured or grown in Louisiana and/or firms doing business in the State of Louisiana. Do you claim this preference if allowed?

YES\_\_\_NO\_\_\_ If this preference is claimed, attach substantiating information to the proposal to show the basis for the claim.

21. Right To Audit Clause: The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract.
22. In accordance with the provisions of LA. R.S. 38:2212.9, in awarding contracts after August 15, 2010, any public entity is authorized to reject the lowest bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more has been convicted of, or has entered a plea of guilty or ***Nolo Contendere*** to any state felony crime or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of this Title, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39 of the Louisiana Revised Statutes of 1950, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39 of the Louisiana Revised Statutes of 1950.
23. In accordance with Louisiana Law (R.S. 12:262.1 and 12:1308.2), all corporations and limited liability companies must be in good standing with the Louisiana Secretary of State at the time of execution of the contract.
24. Terms and Conditions: This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.
25. Certification of no suspension or debarment. By signing and submitting any bid for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the general services administration (GSA) in "Audit Requirements In subpart F of the Office of Management and Budget's uniform administrative requirements, cost principles, and audit requirements for federal awards" (Formerly OMB circular a-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <http://www.sam.gov>.

26. Bid prices shall include delivery of all items F.O.B. destination or as otherwise provided. Bids containing "Payment in Advance" or "C.O.D. requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
27. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Purchasing Division during normal working hours. Written bid tabulations may be accessed at: <http://city.brla.gov/dept/purchase/bidresults.asp>.
28. Contractor agrees, upon receipt of written notice of a claim of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the city, its agents and employees from and against all claims and actions for bodily injury, death or property damages caused by fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees, however the contractor shall have no obligation as set forth with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the City, its officers, its agents, or its employees.

29. Vendors submitting signed bids agree to EEOC compliance and certify that they agree to adhere to the mandates dictated by Title VI and VII of the Civil Right Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

30. The City of Baton Rouge, Parish of East Baton Rouge launched a new Enterprise Resource Planning (ERP) system, Vendor Self Service (VSS) via Munis. VSS replaced the legacy vendor database and will be used by all departments and agencies citywide.

Vendor Self-Service (VSS) enables vendors to register and maintain information about their organization for the purpose of doing business with City-Parish and receive notifications of business opportunities. The City-Parish procurement activities are subject to the State of Louisiana Public Bid Law, local city-parish ordinances as well as applicable federal statutes as directed by grant providers. Vendors must be registered to receive bid notifications.

New vendors or existing vendors who need to create a VSS account can do so clicking the Registration link at <http://brla.gov/vss>. Vendors are encouraged to review the step by step <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF> before beginning the registration process which may be assessed at <https://www.brla.gov/DocumentCenter/View/4899/Vendor-Self-Service-Registration-Guide-PDF>.

Additional information regarding how to do business with EBR City-Parish is available at: <https://www.brla.gov/DocumentCenter/View/678>.

We also post our scheduled bid openings, as well as unofficial bid tabulations after the bids have opened at <http://city.brla.gov/dept/purchase/bids.asp>.

**Note:** Commodity codes are required for setting up your profile. These numbers tell us what commodities and services that you can provide. When agencies request products or services, our buyers pull directly from these numbers to send out solicitations, bids, and quotes. The first 3 numbers are the class numbers; the subclasses are two digit numbers that better describe the commodity or service. For questions regarding commodity codes, please contact purchasing at (225)389-3259 Ext 0.

**Important!** A W-9 Form is required in order to do business with City-Parish. Part of the online enrollment process requires you to upload a completed W-9 form. Please have the completed form in an electronic format so that you can submit it as part of the registration process. The W-9 form can be downloaded from the IRS website. We have created step by step directions on how to properly complete the W-9 Form.



## **FEDERAL CLAUSES, IF APPLICABLE.**

### **I. Remedies for Breach**

Bidder acknowledges that contracts in excess of the simplified purchase threshold (\$150,000.00) shall contain provisions allowing for administrative, contractual, or legal remedies for contractor breaches of the contract terms, and shall provide for such remedial actions as appropriate.

### **II. Termination and Settlement**

Bidder acknowledges that contracts in excess of \$10,000.00 shall contain termination provisions including the manner in which termination shall be effected and the basis for settlement. In addition, such provisions shall describe conditions for termination due to fault and for termination due to circumstances outside of the contractors' control.

### **III. Access to Records**

Bidder acknowledges that all contracts (except those for less than the small purchase threshold) shall include provisions authorizing the recipient, US Funding Agency, the Comptroller General, or any of their duly authorized representatives access to all books, documents, papers, and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions.

### **IV. Equal Employment Opportunity**

Bidder acknowledges that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Dept. of Labor.

### **V. Copeland "Anti-Kickback" Act**

Bidder acknowledges that all construction/repair contracts and sub-grants in excess of \$2,000 shall include provisions requiring compliance with the Copeland "Anti-kickback" Act (18 U.S.C. §3141-3148), which provides that each contractor or sub-recipient shall be prohibited from inducing any person employed in the construction, completion, or repair of public work, to give up any part of the entitled.

### **VI. Davis-Bacon Act**

Bidder acknowledges that all construction contracts in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act, which requires contractors to pay laborers and mechanics wages at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. Additionally, contractors shall be required to pay wages not less than once a week.

### **VII. Contract Work Hours and Safety Standards Act**

Bidder acknowledges that all construction contracts in excess of \$2,000, and all other contracts involving the employment of mechanics or laborers in excess of \$2,500 shall include provisions for compliance with sections 102 and 107 of the Contract Work Hours and Safety Standards Act, which requires each contractor to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours. Section 107 is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.

### VIII. Rights to Inventions Made Under a Contract or Agreement

Bidder acknowledges that contracts for the performance of experimental, developmental, or research work shall include provisions providing for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and the Small Business Firms Under Governments Grants, Contracts, and Cooperative Agreements"

### IX. Clean Air Act

Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants

### X. Clean Water Act.

The contractor hereby agrees to adhere to the provisions which require compliance with all applicable Standards, orders, or requirements issued under section 508 of the clean water act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of violating facilities

### XI. Energy policy and conservation act

The contractor hereby recognizes the mandatory standards and policies relating to energy Efficiency which is contained in the state energy conservation plan issued in compliance with the energy policy and Conservation act (P.L. 94-163).

Bidders must agree to keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

## **ADDITIONAL REQUIREMENTS FOR THIS BID**

- The City-Parish, its officers, employees and agents, shall not be responsible for the negligent acts and omissions of the Contractor or the Contractor's officers, employees, agents or subcontractors, nor shall the Contractor or the Contractor's officers, employees or agents be responsible for the negligent acts or omissions of the City - Parish, its officers, employees and agents. Accordingly, Contractor shall indemnify and save City - Parish, its officers, employees and agents, harmless from any and all claims, suits and actions of any character, name or description brought for or on account of any injury or damage to any person or property arising out of the work performed by the Contractor and resulting from the negligence, commission or omission of any act by the Contractor, or Contractor's officers, employees, agents or subcontractors.
- If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications in accordance with the requirements included elsewhere in this document.
- Payment terms for services will be **Net 30** days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.
- The City-Parish reserves the right to cancel this contract with thirty (30) days written notice.
- **Termination for Cause:** The City-Parish may terminate this Contract for default by giving the contractor written notice thereof, specifying with particularity each such default. After the first such notice of default, Contractor shall have ten (10) days after receipt of notice to cure or take reasonable steps to cure the default. If the contractor fails to cure or take reasonable steps to cure the default within such ten-day period, the City-Parish may declare this Contract, as appropriate, terminated. In the event of a second notice of default, whether for the same or a different infraction of contractual obligations, the contractor will be given five (5) days to cure the default. If a third notice of default should become necessary, the contract may be terminated upon notification of said default.
- **Termination for Convenience:** The City-Parish may terminate this Agreement at any time by giving thirty (30) days written notice.
- **Termination for Non-Appropriation Clause:** Should the Invitation to Bid result in a multi-year contract, a non-appropriation clause shall be made a part of the contract terms as required by state statutes, allowing the City-Parish to terminate the contract for lack of appropriated funds on the date of the beginning of the first fiscal year for which funds are not appropriated.
- **All items must be bid. A Blank, Zero or N/A will not be considered:**  
All items must be bid. A blank space, N/A or a Zero (0) on the Schedule of Bid Items page may cause your bid to be deemed non-responsive. If your intention is No Charge or No Bid, please write that in the Unit price column.
- **Force Majeure:**  
In case by reason of force majeure either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then except as otherwise expressly provided in this Agreement, if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, the obligations of the party giving such notice (other than the obligations of the Agency to make the payments required under the terms hereof, or to comply with the terms, conditions and requirements of this contract hereof), as far as they are affected by such force majeure, shall be suspended during the continuance of the inability then claimed which shall include a reasonable time for the removal of the effect thereof, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

(Continued next page)



The term “force majeure,” as employed herein, shall mean acts of God, strikes, lockouts or other industrial disturbances, acts of the public enemy, orders of any kind of the Government of the United States or of the State or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, droughts, arrest, restraining of government and people, civil disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of existing or impending strikes, lockouts, or other industrial disturbances shall be entirely within the discretion of the party having the difficulty and that the above requirements that any force majeure shall be reasonably beyond the control of the party and shall be remedied with all reasonable dispatch shall be deemed to be fulfilled even though such existing or impending strikes, lockouts, and other industrial disturbances may not be settled but could have been settled by acceding to the demands of the opposing person or persons.

- **Inquiry Period:** There will be an inquiry period ending December 16, 2021. Please submit all inquiries in writing to [mwhite@brla.gov](mailto:mwhite@brla.gov)
- **Cybersecurity Training Requirement:** Contractor, including all principals, sub-contractors and employees who require access to City-Parish information technology assets, shall complete the cybersecurity training required by La. R.S. 42:1267 and furnish the City Parish proof of said completion prior to being granted access to said assets.
- **Ethics:** Vendors and service providers are responsible for adhering to the Louisiana Code of Governmental Ethics throughout the duration of this contract. As such, vendors and service providers shall be responsible for determining and ensuring that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded a contract with the City/Parish.

**Due to the COVID-19 emergency situation and in light of the Louisiana Governor’s Proclamation Number JBE 2020-30, the City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division, is temporarily suspending in-person attendance by vendors at public bid openings for bids published by our office.**

**Any vendor who would like to listen to the opening of this bid can access the following link, at the date and time of this bid opening:**

***Join by phone***

***+1-408-418-9388 United States Toll***

***Access code: 263 373 080 (followed by the # button)***

***Alternate numbers to call if number above is not available, which may occur due to network traffic (use the same Access Code, followed by the # button):***

***United States Toll (Boston) +1-617-315-0704***

***United States Toll (Chicago) +1-312-535-8110***

***United States Toll (Dallas) +1-469-210-7159***

***United States Toll (Denver) +1-720-650-7664***

***United States Toll (Jacksonville) +1-904-900-2303***

***United States Toll (Los Angeles) +1-213-306-3065***

**This link will provide you with live audio access to this bid opening. The link will be live at the noted bid opening time for the date of bid opening.  
All other terms & conditions remain unchanged.**

## INQUIRY PERIOD

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. Without exception, all questions must be in writing and received **by 5:00 p.m. C.S.T. on December 16, 2021.** Inquiries shall not be entertained thereafter. Inquiries are to be directed as follows:

**Hand Delivered or by Courier**

Mark W. White, Purchasing Analyst  
City-Parish Purchasing Department  
222 St. Louis Street, Room 826  
Baton Rouge, LA 70802

**Delivery by United States Postal Services**

Mark W. White, Purchasing Analyst  
City-Parish Purchasing Department  
P. O. Box 1471  
Baton Rouge, LA 70821

**By email:** [mwhite@brla.gov](mailto:mwhite@brla.gov)

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

An Addendum will be sent out no later than 3 days prior to the deadline for receiving quotes, for all questions submitted in writing by the close of the inquiry period.

## **CONTRACTOR'S AND SUB CONTRACTOR'S INSURANCE**

Contractor and any subcontractor shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work. Contractor shall not commence work under this contract until certificates of insurance have been approved by the City-Parish Purchasing Division. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Contractor is responsible for assuring that its subcontractors meet these insurance requirements.

A Commercial General Liability on an occurrence basis as follows:

|                            |              |
|----------------------------|--------------|
| General Aggregate          | \$2,000,000  |
| Products-Comp/Op Agg       | \$ 1,000,000 |
| Personal & Adv Injury      | \$ 1,000,000 |
| Each Occurrence            | \$ 1,000,000 |
| Fire Damage (Any one fire) | \$ 50,000    |
| Med Exp                    | \$ 5,000     |

B. Business Auto Policy

|                     |                       |
|---------------------|-----------------------|
| Any Auto, or Owned, | Combined Single Limit |
| Non-Owned & Mired   | \$ 300,000            |

C. Standard Workers Compensation - Full statutory liability for State of Louisiana with Employer's Liability Coverage.

D. The City of Baton Rouge and Parish of East Baton Rouge must be named as additional insured on all general liability policies described above.

E. Waiver of subrogation in favor of City of Baton Rouge and Parish of East Baton Rouge is required from Workers Compensation Insurer.

F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

G. The Certificate Holder should be shown as:

City of Baton Rouge and Parish of East Baton Rouge  
Attn: Purchasing Division  
Post Office Box 1471  
Baton Rouge, Louisiana 70821

**CITY OF BATON ROUGE  
PARISH OF EAST BATON ROUGE  
PURCHASING DIVISION**

**Specifications: A21-0306**

**READY MIXED CEMENT  
ANNUAL CONTRACT A21-0306  
FILE NO: 21-00306**

**GENERAL:**

The intent of this proposal is to establish prices for the purchase and delivery of Ready-Mix Concrete as specified herein, in bulk quantities to be delivered by the Contractor or picked up by the Department of Public Works (DPW) Personnel. Bid price must be a net price per yard for delivery to various job locations in East Baton Rouge Parish.

Split loads or drop shipment will be a minimum of three (3) yards.

The City-Parish will provide the successful vendor(s) with a minimum of twenty-four (24) hour notice and if possible forty-eight (48) hour notice of delivery requirements, except in emergency situations. The City-Parish reserves the right to purchase concrete from another vendor if the contract vendor is unable to deliver as requested by City-Parish. Due to the nature of the Public Works projects covered by this contract, a delivery time of no later than 10:00 am is required, unless otherwise stated. It may also be necessary to require delivery of concrete on Saturday if required by the Director of Department of Maintenance. The City-Parish will notify vendor's dispatcher of Purchase Order number for billing purposes.

Portland cement concrete shall consist of aggregates, Portland cement and water, with admixtures when specified, combined to meet requirements of Table 1. Concrete will be designated by a class symbol consisting of a number and a letter. The number in the symbol denotes the minimum compressive strength at 28 days, and the letter denotes the grading of the aggregate.

**TO BE PICKED UP BY DPW PERSONNEL:**

The City-Parish has acquired its own concrete mixer truck and as such, pricing is solicited for pickup of product.

**NON-EXCLUSIVITY CLAUSE:**

This annual contract is non-exclusive and shall not in any way preclude the City-Parish from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.

**METHOD OF AWARD:**

The City-Parish reserves the right to make multiple awards in its best interests. Multiple awards may be in the City Parish's best interest when awarded to two (2) or more bidders for similar products that are needed for adequate delivery, service or availability. Multiple awards, if made, will be based on a review of such factors as past usage, anticipated usage, the reasonableness of prices and the need to assure timely delivery. Delivery may be a factor in the award.

**PRICING:**

In order for the City-Parish to award equally on each line all lines must be complete with pricing. A zero, N/A or blank will not be accepted. If NO CHARGE or NO BID, please write that in the unit price space.

**DELIVERY:**

Price bid shall include delivery.

Location of delivery shall be given to vendor at time of order. All locations should be inside of EBR Parish. Due to the nature of the Public Works projects covered by this contract, a delivery time of no later than 10:00 am is required, unless otherwise stated.

**PAYMENT:**

Net 30 days after receipt of invoice. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

**TERMS AND CONDITIONS:**

This solicitation contains all terms and conditions with respect to the purchase of goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in their bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana as required by Louisiana Law.

**MATERIALS, SPECIFICATIONS:**

1. **Portland Cement:** Portland cement shall be Type I conforming to ASTM C 150.
2. **Coarse Aggregate:** Coarse aggregate shall be gravel, stone or crushed concrete conforming to the following requirements In accordance with DOTD approved materials list.(AML):

Maximum soundness loss of aggregate shall be 15% when subjected to 5 cycles of magnesium sulfate soundness test by AASHTO T 104. Aggregates shall have an abrasion loss of not more than 40% when tested by AASHTO T 96.

The amounts of weight of deleterious substances shall be as follows:

| <u>Property</u>   | <u>AASHTO Test Method</u> | <u>Maximum %</u> |
|-------------------|---------------------------|------------------|
| Clay Lumps &      |                           |                  |
| Friable Particles | T 112                     | 3.0              |
| Iron Ore          | ---                       | 2.0              |
| Coal & Lignite    | T 113                     | 1.0              |
| Sticks (Wet)      | ---                       | 0.25             |

Aggregate shall conform to the following gradations:

| <u>U.S. Sieve</u> | <u>% Passing (By Wt.)</u> |                |
|-------------------|---------------------------|----------------|
|                   | <u>Grade A</u>            | <u>Grade F</u> |
| 1 2"              | 100                       | ---            |
| 1"                | 90-100                    | ---            |
| 3/4"              | ---                       | 100            |
| 2"                | 25-60                     | 90-100         |
| No. 4             | 0-10                      | 15-60          |
| No. 8             | 0-5                       | 0-15           |
| No. 16            | ---                       | 0-5            |
| No. 20            | 0-1                       | 0-1            |

3. **Fine Aggregate:** Fine aggregate shall be sand in which deleterious substances do not exceed the following In accordance with DOTD approved materials list.(AML):

| <u>Property</u>                   | <u>AASHTO Test</u> | <u>Maximum %</u> |
|-----------------------------------|--------------------|------------------|
| Coal and Lignite                  | T 113              | 0.25             |
| Clay Lumps &<br>Friable Particles | ----<br>T 112      | ----<br>3.0      |

Fine aggregate subjected to colorimetric test for organic impurities (AASHTO T 21) which produces a color darker than Organic Color No. 3 shall be subjected to mortar strength test (AASHTO T 71). When subjected to mortar strength test, fine aggregate mortar shall show a minimum compressive strength of 95% of reference mortar.

Fine aggregate shall conform to the following gradation:

| <u>U. S. Sieve</u> | <u>% Passing By Wt.</u> |
|--------------------|-------------------------|
| 3/8"               | 100                     |
| No. 4              | 95-100                  |
| No. 16             | 45-90                   |
| No. 50             | 7-30                    |
| No. 100            | 0-7                     |
| No. 200            | 0-3                     |

4. **Water:** Water suitable for human consumption may be used in mixtures without testing. Water obtained from other sources, when tested by AASHTO T 26, shall meet the following requirements.

|                    | <u>% By Weight (Max.)</u> |
|--------------------|---------------------------|
| Alkali             | 0.1                       |
| Solids (Organic)   | 0.1                       |
| Solids (Inorganic) | 0.4                       |
| Salt (NaCl)        | 0.5                       |
| Sugar, Oil or Acid | 0.0                       |

5. **Admixtures:** Air-entraining and water-reducing admixtures shall be approved products on the Louisiana DOTD approved materials list.(AML). When both air-entraining and water-reducing admixtures are used, the two materials shall be manufactured by the same company and shall be compatible. When air temperature is above 70°F, the water-reducing admixture shall be the set-retarding type; when air temperature is 70°F or below, the water-reducing admixture shall be the normal set type.

#### **PROPORTIONING:**

Mixes shall be proportioned to provide uniformly well-graded concrete of the minimum required compressive strength at the highest allowable slump. Pumpable mixtures shall be proportioned to provide placement through a 2" diameter hose for a distance of at least 300 feet.

#### **EQUIPMENT:**

Concrete plant and hauling equipment shall be DOTD certified. Sufficient plant capacity and transporting equipment to ensure delivery at required rate shall be provided. Trucks hauling cement must be equipped with a chute cover or alternate device to prevent concrete from discharging or spilling from chute during transport.

#### **DISPOSAL OF WASTE:**

It shall be the responsibility of the Contractor to dispose of any and all waste liquids off site and in compliance with all federal, state, or local laws and regulations. Vendor to submit plan for disposal of incidental material on a project by project basis.



## **BATCHING AND MIXING:**

- (a) **General:** Concrete shall be mixed in a mixer of a type which will ensure uniform distribution of materials. Pick-up and throw-over blades or mixing paddles in mixing unit shall be replaced when worn beyond limit recommended by manufacturer. The vendor shall have available a copy of manufacturer's design, showing dimensions and arrangements of blades in reference to original height and depth. Mixing operations shall begin within 15 minutes after cement is added to aggregate. When mixing operations are interrupted, mixer shall be cleaned. Contents of mixer shall be removed from drum before materials for a succeeding batch are placed therein. Materials composing a batch shall be deposited simultaneously in an operating mixer. A portion of mixing water shall enter in advance of cement and aggregates. No mixer shall be charged in excess of its rated capacity. Temperature of concrete mixture shall not exceed 90° F.
- (b) **Central Plant and Site Mixing:** Concrete shall be mixed for at least 50 seconds. Mixer shall have a timing device which will automatically lock discharge lever when drum has been charged and release it at end of mixing period. Mixer shall be operated at a drum speed for which it has been designed as shown on manufacturer's name plate on mixer.
- (c) **Trucking Mixing:** Aggregates and cement shall be measured and charged into drum at proportioning plant. Size of batch in truck mixers shall not exceed capacity of mixer as stated by manufacturer and stamped on a metal plate on mixer. When a truck mixer is used for complete mixing, each batch shall be mixed for 70 to 130 drum revolutions at rate of rotation designated as mixing speed by manufacturer. Any additional mixing shall be at agitating speed. All materials, including water, shall be in mixer drum before actuating revolution counter. When prescribed amount of water is added at batch plant and slump is on the low side at jobsite, it will be permissible to add a minimum of 75% of mixing water at batch plant and remaining water at jobsite. Water added at jobsite may be added in 1 or 2 increments with additional mixing of 20 to 30 revolutions at designated mixer speed for each increment; however, total of 130 revolutions shall not be exceeded.
- (d) **Partial Mixing at Central Plant:** When partial mixing is performed at a central plant, mixing time at plant may be reduced to 30 seconds. Mixing shall be completed in a truck mixer at mixing speed. Mixing time in truck mixer shall be 10 to 70 revolutions.
- (e) **Hauling Equipment:** Wet batches of concrete shall be transported in a truck mixer. Truck mixer shall have attached thereto a metal plate on which is marked uses for which equipment is designed, maximum rated capacity of drum in terms of concrete volume, and rotation speed for both agitating and mixing speeds. Truck mixers shall be equipped with means for accurately measuring amount of water used in each batch.
- (f) **High Early Strength Concrete:** Design the high early strength concrete mix to comply with strength and time requirements specified. 4000 psi 12 hour and 4000 psi 24 hour. Product shall equal or exceed the strength and time requirements ordered.

**SAMPLING AND TESTING:** Concrete mixtures will be randomly sampled by the City-Parish. Compressive strength will be determined from cylinders made in accordance with ASTM C 31 and tested by ASTM C 39. Slump of mixtures will be determined in accordance with AASHTO T 119.

**SPECIAL NOTICE:** If any services or mixtures are not in conformity with the requirements of the contract, the Owner shall have the right to (a) require the Contractor to immediately take necessary steps to provide the services or mixtures in conformity with the requirements of the contract; and (b) make monetary deductions based on the value of the inconformity.

| <b>TABLE 1<br/>PORTLAND CEMENT CONCRETE MIXTURES</b>  |                                       |                        |              |
|---|---------------------------------------|------------------------|--------------|
| Class   | Min. 28-day Compressive Strength, PSI | Coarse Aggregate Grade | Slump Inches |
| 2500A   | 2500                                  | A                      | 2-5          |
| 3000A   | 3000                                  | A                      | 2-5          |
| 3500F   | 3500                                  | F                      | 2-6          |
| 4000A   | 4000                                  | A                      | 2-5          |
| 4000F*  | 4000                                  | F                      | 2-8          |
| 5000A   | 5000                                  | A                      | 2-5          |
| * Pumpable mixture shall contain 5% by volume air-entraining admixture and 20 oz/cy water-reducing admixture. |                                       |                        |              |

### **CLSM - FLOWABLE FILL**

#### **GENERAL:**

Flowable fill is a controlled low strength sand-cement-fly ash cementations mix used as backfill for pipe trenches and to fill void areas caused by soil piping erosion around catch basins and manholes and under concrete canal linings. It only needs to be slightly stronger than compacted select soil backfill. It must be excavatable to allow for future construction or repair work in these areas. A massive chunk of concrete fill in these voids is not acceptable. The mix used for this work has to be pumped through up to 300 feet of two inch hose to reach the void areas.

The industry standard name for this type of product is becoming "CLSM".  
The term "CLSM" is an acronym for controlled low strength material.

#### **SPECIFICATION:**

The vendor shall supply CLSM - FLOWABLE FILL that is a blend of Portland cement, fly-ash, water and aggregate to produce a flowing mixture suitable for backfill situations. Water reducing and air-entraining admixtures can be used in addition to the previous materials if the supplier desires.

The mix shall be designed to be excavatable with a PSI of 250 (plus or minus 50 PSI).

The mix shall be designed to be pump able in both 4" and 2" pumps. It will be necessary to pump a minimum of 300 feet with either pump.

**Note: Bids for this item will not be considered without documentation verifying pump ability of the mix.**

**INSURANCE REQUIREMENTS:** Contractor's insurance certificate must be submitted and approved prior to the implementation of the contract and kept current throughout the term of the contract. The City of Baton Rouge and Parish of East Baton Rouge must be listed as an added insured. See Insurance Requirements listed elsewhere in this bid.

# Schedule of Bid Items

ANNUAL CONTRACT A20-0306

Ready Mixed Portland Cement

The intent of this proposal is to establish prices for the purchase and delivery of Ready-Mix Concrete as specified herein, in bulk quantities to be delivered by the Contractor or picked up by the Department of Public Works (DPW) Personnel. Bid price must be a net price per yard for delivery to various job locations in East Baton Rouge Parish.

**All items must be bid. all lines must be complete with pricing. A zero, N/A or blank will not be accepted. If NO CHARGE or NO BID, please write that in the unit price space.**

| ITEM | DESCRIPTION  | Annual<br>Estimated<br>QTY | UNIT | UNIT<br>PRICE | TOTAL   |
|------|--|----------------------------|------|---------------|---------|
| 0001 | Class 2500A-2500PSI Ready Mix Concrete, to be delivered by Contractor                          | 2                          | CY   | \$_____       | \$_____ |
| 0002 | Class 2500A-2500PSI Ready Mix Concrete, to be picked up by DPW Personnel                       | 2                          | CY   | \$_____       | \$_____ |
| 0003 | Class 3000A-3000PSI Ready Mix Concrete, to be delivered by Contractor                          | 6                          | CY   | \$_____       | \$_____ |
| 0004 | Class 3000A-3000PSI Ready Mix Concrete, to be picked up by DPW Personnel                       | 6                          | CY   | \$_____       | \$_____ |
| 0005 | Class 3500A-3500PSI Ready Mix Concrete, to be delivered by Contractor                          | 113                        | CY   | \$_____       | \$_____ |
| 0006 | Class 3500A-3500PSI Ready Mix Concrete, to be picked up by DPW Personnel                       | 113                        | CY   | \$_____       | \$_____ |
| 0007 | Class 3500F-3500PSI Ready Mix Concrete (Pea Gravel Curb Mix), to be delivered by Contractor    | 105                        | CY   | \$_____       | \$_____ |
| 0008 | Class 3500F-3500PSI Ready Mix Concrete (Pea Gravel Curb Mix), to be picked up by DPW Personnel | 105                        | CY   | \$_____       | \$_____ |

| ITEM | DESCRIPTION  | Annual<br>Estimated<br>QTY | UNIT | UNIT<br>PRICE | TOTAL   |
|------|--|----------------------------|------|---------------|---------|
| 0009 | Class 4000A-4000PSI Ready Mix Concrete, to be delivered by Contractor  | 55                         | CY   | \$_____       | \$_____ |
| 0010 | Class 4000A-4000PSI Ready Mix Concrete, to be picked up by DPW Personnel   | 55                         | CY   | \$_____       | \$_____ |
| 0011 | Class 4000F-4000PSI Ready Mix Concrete (Pea Gravel Pumpable Mix), to be delivered by Contractor  | 219                        | CY   | \$_____       | \$_____ |
| 0012 | Class 4000F-4000PSI Ready Mix Concrete (Pea Gravel Pumpable Mix), to be picked up by DPW Personnel   | 219                        | CY   | \$_____       | \$_____ |
| 0013 | Class 5000A-5000PSI Ready Mix Concrete, to be delivered by Contractor  | 418.5                      | CY   | \$_____       | \$_____ |
| 0014 | Class 5000A-5000PSI Ready Mix Concrete, to be picked up by DPW Personnel   | 418.5                      | CY   | \$_____       | \$_____ |
| 0015 | CLSM – Flowable Fill, Pumpable through 300 Feet of Two Inch Hose, to be delivered by Contractor  | 200                        | CY   | \$_____       | \$_____ |
| 0016 | CLSM – Flowable Fill, Pumpable through 300 Feet of Two Inch Hose, to be picked up by DPW Personnel   | 200                        | CY   | \$_____       | \$_____ |
| 0017 | Drayage Charge for Orders of Less Than Five (5) Yards, to be delivered by Contractor   | 1                          | EACH | \$_____       | \$_____ |
| 0018 | Drayage Charge, per order, for Orders of Less Than Five (5) Yards, to be picked up by DPW Personnel  | 1                          | EACH | \$_____       | \$_____ |
| 0019 | Standby Charge: One hour will be allowed after arrival at jobsite for a single pour before standby charges apply. If a single pour is not completed after one hour, through no fault of vendor, standby charges will begin to accrue. For multiple pours, including pours at different locations, standby charges will apply for all time after one hour until pours are complete. The hourly charge is to be prorated for increments less than one hour, rounded to the nearest 15 minutes. | 1                          | HOUR | \$_____       | \$_____ |

| ITEM | DESCRIPTION   | Annual<br>Estimated<br>QTY | UNIT | UNIT<br>PRICE | TOTAL   |
|------|---|----------------------------|------|---------------|---------|
| 0020 | Suberplastizer, to be delivered by Contractor   | 1                          | CY   | \$_____       | \$_____ |
| 0021 | Suberplastizer, to be picked up by DPW Personnel  | 1                          | CY   | \$_____       | \$_____ |
| 0022 | Fibrilated Polypropylene Fiber, 1.5 lbs. Per Cubic Yard, to be delivered by Contractor    | 1                          | CY   | \$_____       | \$_____ |
| 0023 | Fibrilated Polypropylene Fiber, 1.5 lbs. Per Cubic Yard, to be picked up by DPW Personnel | 1                          | CY   | \$_____       | \$_____ |
| 0024 | Air-Entrainment, to be delivered by Contractor  | 1                          | CY   | \$_____       | \$_____ |
| 0025 | Air-Entrainment, to be picked up by DPW Personnel   | 1                          | CY   | \$_____       | \$_____ |

**HRWRA – High range water reducing admixture – to produce 8-10” slump with starting slump of 3” +and Accelerator.**

|      |   |   |    |         |         |
|------|---|---|----|---------|---------|
| 0026 | Class 2500A, to be delivered by Contractor, HRWRA             | 2 | CY | \$_____ | \$_____ |
| 0027 | Class 2500A, to be picked up by DPW Personnel, HRWRA          | 2 | CY | \$_____ | \$_____ |
| 0028 | Class 2500A, to be delivered by Contractor, 1% Accelerator    | 2 | CY | \$_____ | \$_____ |
| 0029 | Class 2500A, to be picked up by DPW Personnel, 1% Accelerator | 2 | CY | \$_____ | \$_____ |
| 0030 | Class 2500A, to be delivered by Contractor, 2% Accelerator    | 2 | CY | \$_____ | \$_____ |
| 0031 | Class 2500A, to be picked up by DPW Personnel, 2% Accelerator | 2 | CY | \$_____ | \$_____ |
| 0032 | Class 3000A, to be delivered by Contractor, HRWRA             | 2 | CY | \$_____ | \$_____ |
| 0033 | Class 3000A, to be picked up by DPW Personnel, HRWRA          | 2 | CY | \$_____ | \$_____ |

| ITEM | DESCRIPTION   | Annual<br>Estimated<br>QTY | UNIT | UNIT<br>PRICE | TOTAL   |
|------|---|----------------------------|------|---------------|---------|
| 0034 | Class 3000A, to be delivered by Contractor, 1% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0035 | Class 3000A, to be picked up by DPW Personnel, 1% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0036 | Class 3000A, to be delivered by Contractor, 2% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0037 | Class 3000A, to be picked up by DPW Personnel, 2% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0038 | Class 3500A, to be delivered by Contractor, HRWRA             | 2                          | CY   | \$_____       | \$_____ |
| 0039 | Class 3500A, to be picked up by DPW Personnel, HRWRA          | 2                          | CY   | \$_____       | \$_____ |
| 0040 | Class 3500A, to be delivered by Contractor, 1% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0041 | Class 3500A, to be picked up by DPW Personnel, 1% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0042 | Class 3500A, to be delivered by Contractor, 2% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0043 | Class 3500A, to be picked up by DPW Personnel, 2% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0044 | Class 3500F, to be delivered by Contractor, HRWRA             | 2                          | CY   | \$_____       | \$_____ |
| 0045 | Class 3500F, to be picked up by DPW Personnel, HRWRA          | 2                          | CY   | \$_____       | \$_____ |
| 0046 | Class 3500F, to be delivered by Contractor, 1% Accelerator    | 2                          | CY   | \$_____       | \$_____ |



| ITEM | DESCRIPTION   | Annual<br>Estimated<br>QTY | UNIT | UNIT<br>PRICE | TOTAL   |
|------|---|----------------------------|------|---------------|---------|
| 0047 | Class 3500F, to be picked up by DPW Personnel, 1% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0048 | Class 3500F, to be delivered by Contractor, 2% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0049 | Class 3500F, to be picked up by DPW Personnel, 2% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0050 | Class 4000A, to be delivered by Contractor, HRWRA             | 2                          | CY   | \$_____       | \$_____ |
| 0051 | Class 4000A, to be picked up by DPW Personnel, HRWRA          | 2                          | CY   | \$_____       | \$_____ |
| 0052 | Class 4000A, to be delivered by Contractor, 1% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0053 | Class 4000A, to be picked up by DPW Personnel, 1% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0054 | Class 4500A, to be delivered by Contractor, 2% Accelerator    | 2                          | CY   | \$_____       | \$_____ |
| 0055 | Class 4500A, to be picked up by DPW Personnel, 2% Accelerator | 2                          | CY   | \$_____       | \$_____ |
| 0056 | Class 5000A, to be delivered by Contractor, HRWRA             | 2                          | CY   | \$_____       | \$_____ |
| 0057 | Class 5000A, to be picked up by DPW Personnel, HRWRA          | 2                          | CY   | \$_____       | \$_____ |
| 0058 | Class 5000A, to be delivered by Contractor, 1% Accelerator    | 2                          | CY   | \$_____       | \$_____ |

| ITEM | DESCRIPTION  | Annual<br>Estimated<br>QTY | UNIT | UNIT<br>PRICE | TOTAL   |
|------|--|----------------------------|------|---------------|---------|
| 0059 | Class 5000A, to be picked up by DPW Personnel, 1% Accelerator  | 2                          | CY   | \$_____       | \$_____ |
| 0060 | Class 5000A, to be delivered by Contractor, 2% Accelerator     | 2                          | CY   | \$_____       | \$_____ |
| 0061 | Class 5000A, to be picked up by DPW Personnel, 2% Accelerator  | 2                          | CY   | \$_____       | \$_____ |
| 0062 | Class 4000A, HI-EARLY 12 HOUR to be delivered by Contractor,   | 2                          | CY   | \$_____       | \$_____ |
| 0063 | Class 4000A, HI-EARLY 12 HOUR to be picked up by DPW Personnel | 2                          | CY   | \$_____       | \$_____ |
| 0064 | Class 4000A, HI-EARLY 24 HOUR to be delivered by Contractor,   | 2                          | CY   | \$_____       | \$_____ |
| 0065 | Class 4000A, HI-EARLY 24 HOUR to be picked up by DPW Personnel | 2                          | CY   | \$_____       | \$_____ |

Temperature of concrete mixture shall not exceed 90°F

|      |  |   |    |         |         |
|------|--|---|----|---------|---------|
| 0066 | Coolant, if required, to be delivered by Contractor    | 1 | CY | \$_____ | \$_____ |
| 0067 | Coolant, if required, to be picked up by DPW Personnel | 1 | CY | \$_____ | \$_____ |

Additional Charge if Required

|      |                                  |   |      |         |         |
|------|----------------------------------|---|------|---------|---------|
| 0068 | Saturday Delivery, if applicable | 1 | EACH | \$_____ | \$_____ |
|------|----------------------------------|---|------|---------|---------|

**NOTE:** All prices shall include all supplies listed under Supplies / Equipment, fuel charge and any other fee that may relate to the services provided.

**BIDDER'S ORGANIZATION  
BIDDER IS:**

AN INDIVIDUAL

Individual's Name: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**A CORPORATION**

**IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID.**

Corporation Name: \_\_\_\_\_

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

**IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BID SHOULD COMPLETE THIS FORM.**

## **CORPORATE RESOLUTION**

A meeting of the Board of Directors of \_\_\_\_\_ a corporation organized under the laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_ was held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_ a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
SECRETARY

## SAMPLE AGREEMENT

THIS AGREEMENT, made and entered into at Baton Rouge, Louisiana, effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Baton Rouge and Parish of East Baton Rouge (herein after called "Owner") and \_\_\_\_\_ (herein after called "Contractor").

**The Contractor shall perform all work required by the Contract Documents for the following services:**

Annual Contract Number and Title \_\_\_\_\_

For the Contract Period \_\_\_\_\_

1. The following Contract Documents are all hereby made a part of this Agreement to the same extent as if incorporated herein in full:
  - A. Bid Documents complete with terms and conditions
  - B. The Contractor's Proposal with all attachments.
  - C. The Specifications
  - D. The following enumerated addenda: \_\_\_\_\_
2. No amendment to this Contract shall be made except upon the written consent of the parties.
3. Insurance and Indemnity requirements shall conform to those stated in the specifications.
4. Contractor shall be paid an amount based on the attached Exhibit A:
5. Right to Audit/Records Retention. The Contractor shall permit the authorized representative of the City-Parish to periodically inspect and audit all data and records of the Contractor relating to his performance under this contract. Louisiana Revised Statute 44:36 Preservation of Records states that public records shall be preserved and maintained for a period of at least (3) three years from the date on which the public record was made.
6. Payment terms for services will be Net 30 days based on the monthly invoice. Agencies will be invoiced monthly in arrears by the contractor. Advanced payments shall not be made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date first written above.

WITNESS:

CITY OF BATON ROUGE  
AND PARISH OF EAST BATON ROUGE  
**Owner**

\_\_\_\_\_

By \_\_\_\_\_  
**Sharon Weston Broome, Mayor-President**  
**Kris R. Goranson, Purchasing Director**

WITNESS:

**Contractor**

\_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
(Typed Name and Title)

**Approved as to form:**

\_\_\_\_\_  
Parish Attorney's Office